OPTIONAL FORM NO. 10
MAY 1962 EDITION

UNITED STATES GOVERNMENT

Memorandum

TO   :   Executive Assistant, OC

OCE-M-73-*169*

DATE: 0 2 ... 1973

FROM   :   Chief, Communications Engineering

SUBJECT: OC ADP MAP Requirements

REF   :   OC-M-73-524, dtd 12 September 1973

     1.   Following is the additional information requested on OC-E ADP MAP requirements, keyed to the reference attachment tabs.

     2.   TAB A <u>Staff Equipment</u> ████   25X1A

     Report Used By - OC-E/SED
     Requirements Analyst - ████████   25X1A
     On-Line - Change to "NO."
     Line Items (approximate) - B, C, D, E - 1,900
                                       F - 5,500
                                       G - 10,000
                                     H - 19,000

<u>Staff Equipment Failure Reports</u>

Report Used By - OC-E/ESD
Requirements Analyst - ████████   25X1A
Line Items (approximate) - A -   42
                                 B -   115
                                 C -   976
                                 D -   518

<u>Cryptographic Equipment</u>

Report Used By - Add OC-E/SED to Items 6, 7.

<u>FISCAL</u>

Report Used By - Add OC-E/SED to Item 4 (FRIS).

<u>SUPPLEMENTAL REPORTS</u>

Report Used By - Add OC-E/SED to Items 6F, 8.

E2 IMPDET CL BY 027923

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

5010-108

CONFIDENTIAL

3. TAB B <u>NON-OC PRODUCED REPORTS</u>

    Report Used By - Add OC-E to Items 2, 6, 7.

4. TAB C <u>OPERATIONAL REQUIREMENTS PROPCAST</u>

    Report Used By - OC-E/ESD
    Requirements Analyst - ▮▮▮▮▮▮▮   25X1A
    On-Line - On-line input by PROPCAST.
              Printout back over the counter.
              No change desired.
    Existing Report - Yes
    Frequency - A - Semi-annual
                B, c, d - On Request
    Data Elements (approximate) - A - 30
                                  B - 25
                                  C - Not yet
                                      tabulated.
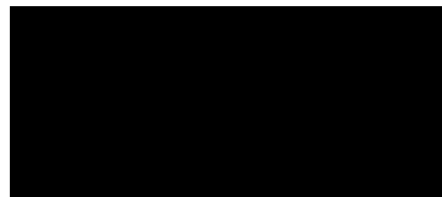   D - 60
    Line Items (vary widely) - A - 1,000
                               B - 1,000
                               C - Not yet tabulated.
                               D - 3,000

    ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
    ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮   25X1A
    ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
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Distribution:
    Original & 1 - Addressee

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ADMINISTRATIVE

INTERNAL USE ONLY

21 September 1973

OC-ADP MAP Meeting

Agenda

1. Report on discussions with OJCS

2. Action on OC-M-73-524

    a. Complete Attachment A

    b. Discuss validation

    c. Discuss priorities

        (1) CATRAN

        (2) OC Manning Table

        (3) OC Alpha Listing

    d. Discuss OC-ADP manpower needs

    e. Inclusion of Headquarters personnel in manning table listing

ADMINISTRATIVE

INTERNAL USE ONLY

DDM&S 73-

MEMORANDUM FOR: Director of Communications
         Director of Finance
         Director of Logistics
         Director of Medical Services
         Director of Personnel
         Director of Security
         Director of Training

SUBJECT   , : MAP Data Access Centers

REFERENCE   : Memo to DD/S Offices fm DD/S dtd 25 Jan. 72,
         subject: SIPS Data Management Center (DD/S
         72-0327)

1. I endorse the general goals in the referenced memorandum--

integrated systems serving the Directorate at large. I am aware of the

coordination problems which such multiple-input, multiple-user systems

can create, but a Data Management Center reporting to me is not neces-

sarily the best answer to these problems.

2. I do not want your data processing functions done at the

Directorate level. You must have the data and facilities to perform those

functions. Effective immediately I want to substitute the following for

the guidance in the referenced memorandum: (a) OJCS will provide within

Data Access Centers technical support facilities for its users Agency wide,

as it now does in terminal "cluster" rooms in Headquarters building. (b)

The Offices concerned will have responsibility for the operation of their

MAP applications and will assign Data Base Managers and necessary

supporting personnel for these applications.

3.　　Master terminals for MAP and other GIMS applications will be run by OJCS in the Data Access Centers. OJCS will also provide user terminals, other remote computer equipment, desk space, telephones, and other services needed for its users. OJCS will also provide a cadre of clerical support for input/output operations to assist in periods of heavy activity.

4.　　The principal responsibility of the Data Base Manager will be data integrity. His functions will include input and access control, production coordination, data base security, user consultation and problem solving, software change control, and other tasks you assign. Where appropriate, I would expect you to have your assigned Data Base Manager(s), other Office representatives and operations people work in the Data Access Centers. This is particularly important in the early stages of operation of major new applications to facilitate communications between technical people and data base users. The installation of terminals in other areas is authorized when the need is clear and can be met economically.

5.　　Where more than one component is concerned with a MAP application, I will expect you jointly to agree on the assignment of a single Data Base Manager and instruct him on your individual interests. I will resolve any conflicts.

2

6.   Operational problems undoubtedly will arise with this arrange-

ment, but I would expect most of them to be resolved on a case-by-case

basis.   I will review the basic policy on MAP data management in one

year.

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Distribution:

3

DRAFT

DCI/IG-73-0657

73-0657

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

SUBJECT : Establishment of ADP Resource Allocations
for Services from OJCS/DD/M&S

1. In order to improve management's control over the level of
ADP resources and to stimulate more cost consciousness on the part of
users in their demands for computer services, I wish to implement a
User ADP Resource Allocation System in OJCS.

2. Under this system, a credit allocation for services from
OJCS will be established for each user Office. The price of services
used will be reported monthly by OJCS to each user Office. In general,
a user Office may not demand services from OJCS in excess of its
allocation. Changes in allocation may, however, be effected as indicated
in the attachment.

3. Initial allocations are to be established for FY 1974 by
15 July 1973. Allocations will be made in dollars and will be equal to
resources used in FY 1973. OPPB will oversee the manner of setting
allocations and will adjudicate any Directorate appeals for additional
allocations. This ADP Resource Allocation System, however, is
completely independent of the Agency's budgetary allotment system.
A description of the ADP Resource Allocation System is attached.

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Attachment: a/s

MCA-49/A

1. The ADP Resource Allocation System provides a mechanism for management to monitor and control the use of ADP resources. The overall objective is to give user management a larger role in planning the level and type of ADP support they require within established constraints. Growth of ADP resources will be controlled through more deliberate planning of activity levels for existing or future projects. The system will cause users to set priorities among their various projects.

2. For purposes of allocation, OJCS resources will be subdivided into five major categories, as follows:

> Manpower
> Batch Processing (360/OS)
> Time Sharing (360/CP)
> Data Preparation and Card Processing
> Other

For FY 1974, resources for these categories will be allocated individually to users on a yearly basis. Yearly implies that once the allocation is made, the user chooses his own timing and rate of actually using the various resources.

3. The allocations set up for FY 1974 will maintain the same level of activity for FY 1974 as that of FY 1973. Allocations will be made at the Office and Directorate levels. Each user Office will be allocated the same total dollars for each of the five major categories as that billed by OJCS in FY 1973. A special reserve account will be set up for each Directorate. Funds may be transferred from Office to Office. All transfers must always be within one of the five categories. For example, dollars can move from Office A's Batch Processing account to Office B's Batch Processing account. Dollar transfers cannot be made between unlike categories, such as Manpower to Batch Processing.

4. Once the allocation for the Fiscal Year is made, the total dollars for each category will remain constant for that year. Performance reports will reflect actual monthly activity versus a monthly straight line projection, actual year-to-date activity versus a year-to-date straight line projection, and total yearly allocation versus total remaining allocation.

5. If an office is about to exceed its allocation, there are several options it may pursue. First, it should review its existing requirements for possible elimination of lower priority projects in an effort to free up the needed allocation. If this cannot be done, it can request an additional allocation from its own Directorate. Depending on the merits of the case, the Directorate can increase the allocation of the requesting Office by either charging the Directorate reserve or the account of another Office within that Directorate. However, if this action cannot be taken and the Directorate feels justified, it can request aid from other Directorates via OPPB. OPPB can undertake to determine where an excess allocation may exist and to broker the necessary transfers. If there is no allocation available, OPPB will recommend to DD/M&S what action should be taken. Approval would result in granting the requesting Office additional allocation. Disapproval would necessarily deny to the requesting Office the services requested.

6. Over time it will be necessary to revise the price rate structure to reflect changes in both the types of services provided and the technology required. When rate changes are effected, provision will be made such that existing allocations will not be reduced.

7. OJCS will maintain a reserve account which will be allocated especially for the rerun* of Batch Processing. Funds will be made available for this account by computing the total Batch Processing allocation at 10% below the total actually available. This action is not meant to reduce current levels of batch activity but merely recognizes that users will not want some jobs charged to their accounts if the jobs in question were considered to have errors outside the users' control. When users' accounts are credited for jobs of this nature, the sum of these transactions will be balanced against the OJCS rerun reserve.

8. OJCS will have an allocation set for those activities not considered to be direct overhead. It should be noted that OJCS is both a supplier and user of ADP resources. In order to control those overhead activities related to the supplier aspect, an internal cost system is necessary and is to be addressed. As a user, however, OJCS has been billing itself and will continue to do so in the future.

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* Reruns are computer jobs that require reprocessing and are not billed to the user.

2

TRANSMITTAL SLIP	DATE

TO:	████████████████
ROOM NO.	

REMARKS:

OC-O B

I guess this is where

FYI

our project to "cost" communications service is leading us!

SOD — fun —

I would like to discuss this + commo charge with you

STATINTL

STATINTL

FROM:	████████████████
ROOM NO.	BUILDING	EXTENSION

(47)

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

OJCS-1190-73
3 OCT 1973

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Planning, Programming and
Budgeting
Director of Security
Director of Training

SUBJECT : ADP Resource Allocation System

1. OJCS has been asked to chair a meeting for represent-
atives of the DD/M&S Offices for the purpose of discussing the
ADP Resource Allocation System. The major topics will be the
objectives of the system and action that can be taken to better
manage resources.

2. The meeting is scheduled for Wednesday, 10 October
1973 in the CRS conference room (2E-62) at 1500 hours. Please
inform those people you would like to attend.

STATINTL

Acting Director of Joint Computer Support

STATINTL   cc: ███████ DD/M&S IPC

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